

Inclosure #2

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Approved For Release 2002/05/20 : CIA-RDP79-01147A000100060023-7

ORGANIZATION CHART
JOINT INTELLIGENCE STUDY PUBLISHING BOARD
OCTOBER 1946

JCS Declassification/Release Instruction
File

JOINT INTELLIGENCE STUDY PUBLISHING BOARD
Under the general direction of the Joint Topographical Subcommittee, plans, edits, integrates, and publishes JANIS. Deals directly with government agencies to obtain necessary research material.
T.B. W.D.G. A-2 O.C.E. STAT*

*(Editor in Chief)

DIRECTOR

Supervises all activities of office which plans, coordinates, edits, and publishes Joint Army-Navy Intelligence Studies. Chairman of the Planning Committee. Ex officio member of the Joint Topographical Subcommittee.

P-7

Director

PLANNING COMMITTEE

Plans studies in advance of writing; plans outline guide, base map, regional breakdown, and instructions to the contributors for each JANIS. Discusses internal working relationships and problems of policy.

Director (Ad. Off.)
Chairman, Director (Ed. Ch IX)
Editor in Chief (Chief of G&P)
Dep. Ed in Ch (Chief of G&P)
Deputy Editor in Chief

OFFICE OF EDITOR IN CHIEF

Supervises preparation of outline guides for contributors and codification of editorial practices. Supervises writing and editing of all chapters, and preparation of copy for printer. As sign work to Editorial and Graphic & Reproduction Sections, develops format standards and reproduction policies, arranges work flow, and reports progress to the Director.

P-6

Editor in Chief

Deputy Editor in Chief and P-5

Supervisor of Production

Secretary: CAF 6

ADMINISTRATIVE OFFICER

Acts as Security Officer and Finance Officer. Makes initial distribution of the published JANIS. Supervises Secretariat. Maintains auxiliary and civilian personnel records. Maintains log of incoming and outgoing documents.

Capt. I.D. WDGS Capt AUS

SECRETARIAT

Provides secretarial, filing, and stenographic duties for the office.

CAF-6

Chief Clerk

CAF-3

Clerk Typist

File Clerk

GRAPHIC AND REPRODUCTION SECTION

Prepares illustrative material and edited manuscripts for reproduction. Orders reproduction of JANIS. Maintains production schedule.

Chief: P-5

Asst to Chief: SP-7

Graphic Clerk: CAF-3

DOCUMENT NO. 43

NO CHANGE IN CLASS. ☐

DECLASSIFIED

CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE:

AUTH: HR 70-2

DATE: 30 JUL 1980

REVIEWER: 013645

EDITORIAL SECTION

Prepares chapter outlines for guidance of research agencies. Edits chapters received from contributors for accuracy, clarity, brevity, and consistency with all other chapters. Checks all maps, tables, and illustrations for accuracy and consistency with text. Writes introductions. Checks chapter proofs. Maintains direct liaison with working staff of contributing agencies.

Chapter I: Brief

Editor: (Ed in Ch)

Chapter II: Military Geography

Editor: (Ed Ch XI)

Chapter III: Oceanography

Editor: (Ed Ch VI)

Chapter IV: Coasts and Landing Beaches

Editor: (Dep Ed in Ch)

Chapter V: Climate and Weather

Editor: (Director)

Chapter VI: Ports, Shipping, and Navy

Editor: P-5

Chapter VII: Transportation and Telecommunications

Editor: P-5

Chapter VIII: Cities and Towns

Editor: P-2

Chapter IX: Resources and Trade

Editor: Major AAF

Chapter X: People and Government

Editor: (Ed in Ch)

Chapter XI: Health and Sanitation

Editor: P-4

Chapter XII: Aviation

Editor: (Ed Ch IX)

Chapter XIII: Gazetteer and Map Appraisal

Editor: (Chief, G&P)

Review Editor: P-2

Bibliographic Editor: P-2

Changes: P-2

Editorial Assistants

MAP PROCUREMENT

Procures reference maps on JANIS areas in advance of the study, for use in planning and preparing instructions for contributors. Prepares and drafts JANIS base maps to be issued as blue-line maps.

P-5

Chief

SP-7

Asst. to Chief

CARTOGRAPHY

Prepares edited maps, charts, plans, and sketches for reproduction by drafting additions, changes, corrections, etc. Constructs and drafts original maps. Marks original graphic copy with reduction sizes and specifications for printers. Orders reproduction of color maps and plans. Prepares and orders complete copy of Vol. 2, and front chapter and binder covers.

(Asst to Ch G&P)

Chief

SP-7

Chief Draftsman

SP-4

Assistant Draftsman

ART

Prepares edited photographs and half-tones for reproduction by annotating, retouching, cropping, sizing, and mounting. Marks up manuscript copy for printers with specifications as to size and placement of heads, tables, figures, etc. Reviews page make-ups on all proofs and blueprints, and checks sizes of all figures, tables, tabulations, and extract material.

Lt Cmdr USNR

Chief

Illustrating Draftsman

PRODUCTION

Assists Chief Graphic and Reproduction Section in production problems. Proofreads all written material (manuscripts, legends, etc.) appearing on illustrative material. Reads and marks for correction 1st proof of text vs. manuscript copy. Reads and marks for correction 2nd proof vs. corrected 1st proof. Checks and reviews all corrected proofs. Reviews final blueprint proof.

CAF-6

Chief

Proofreader

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